



Title: Mental Health Case Manager I/Wellness Coach I
FTE: Full-time, Non-Exempt
Report to: Case Manager Supervisor/Licensed Clinician - Supervisor/Clinical Services Director
Location: 4879 E Kings Canyon Rd. Fresno, CA 93727

Position Summary:

The Fresno Center (TFC) is a non-profit organization that was established in the past 30+ years serving the community of Fresno County. TFC has more than 20 different programs serving individuals and families. Six of our 20+ programs focus on mental health services (Horticultural Therapeutic Community Centers Program, Living Well Center, Holistic Cultural and Educational Wellness Center, and Neighborhood Resource Center, California Reducing Disparity Project, Central Valley Regional Center Latino and Southeast Asian Navigator Program, and Kaiser Community Benefits Program).

The Mental Health Case Manager I will provide mental health (MH) treatment to remove barriers to employment for families who are recipients of the California Work Opportunity and Responsibility to Kids (CalWORKs) Welfare-to-Work (WTW) benefits with mild to moderate mental health symptoms. This service ensures that families can receive ongoing, non-employment related mental health (MH) treatment, non-employment MH services, and/or case management services to ensure the client is linked to appropriate services. In turn, families and individuals will receive a meaningful transition from employment-related MH services to non-employment MH services, and/or resulting in clients engaging in their educational goals, employment opportunities, or other approved Welfare-to-Work activities; thus, resulting in clients' transitioning from welfare to work.

The Mental Health Case Manager I's duties are listed below.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Maintains a caseload.
2. The Mental Health Case Manager I will usually work with clients who needs a lower level of care.
3. Under direction of supervisor, monitors, informs, supports, assists and empower consumers and/or family members/caregivers who directly or indirectly receive behavioral health services.
4. Provides linkage, advocacy, outreach, and information services to clients.
5. Collaborate with internal and external professional to ensure optimal care for clients.
6. Leads or co-leads group/individual rehabilitation services.
7. Provides limited transportation to clients to appropriate supportive services.
8. Willingness to drive to rural cities to work with clients.
9. Completes and finalize progress notes within 5 business days.
10. Attends mandatory meetings/trainings, supervision, and regularly scheduled department/agency meetings.
11. Understanding of and ability to provide culturally appropriate and sensitive services.
12. Responds to e-mails in a timely manner.

13. Readily available to see clients in rural areas.

14. Other relevant job duties.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge and experience of:

- Mental health case management, mental health rehabilitation (e.g., teaching functional skills, daily living skills, social skills, personal hygiene skills, teaching, coaching, practicing, role playing, planning, organizing, and supportive services;
- Local resources including but not limited to housing, other mental health clinics, psychiatric services, food resources, etc.;
- Maintaining client records according to HIPAA and adheres to all client confidentiality requirements and standards;
- Communicates effectively both orally and written forms to supervisees and co-workers;
- Other knowledge that will be relevant to the position;

MINIMUM QUALIFICATIONS

Education:

Bachelor of Arts or Science. Preferred someone with education in social work, psychology, child development and other similar academic areas.

Experience:

Has a Bachelor's Degree in a relevant field and have experience delivering services as a mental health case manager such as providing rehabilitation services (see above) in an individual or group setting and linking clients to supportive services (e.g., primary care physician, inpatient units, Marjaree Mason Center, food banks, psychiatrists, mental health clinics, etc.) Competitive candidates will come with years of experience delivering mental health case management, mental health rehabilitation, and accurate documentation according to Medi-Cal standards.

Technical Skills: Typing speed of 45 words per minute

Knowledge of operating Microsoft software (e.g., Outlook e-mail and calendars, Word, Excel, PowerPoint, Teams, etc.)

License:

Possession of a valid Class "C" Driver's License required. Have a reliable vehicle to conduct job duties.

CLOSING DATE: TBD – *Position is contingent upon funding*

To apply, please submit a cover letter, resume, and three references **via email** to Ameer Moua, BSTM HRM, at amee.moua@fresnocenter.org, with **Mental Health Case Manager I Position** in the subject line, or you can pick up an application at The Fresno Center, 4879 E. Kings Canyon Road, Fresno, CA 93727. The Fresno Center values diversity and is an affirmative action employer. All interested individuals, including women, people of color, people over forty, and persons with disabilities are encouraged to apply.

This organization is an Equal Opportunity Employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classifications.